

Camp Phillip retreat planning guide



**W9944 Buttercup Ave
Wautoma, WI 54982-7032
Office phone: 920-787-3202
E-mail: office@campphillip.com
Website: www.campphillip.com**

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Reasons to come

Camp director's thoughts

As a pastor in a congregation, I found that my youth group grew more during retreats than anything else that I ever did with them and I did lots. Every year in addition to our regular meetings and congregational events, I would take my youth group on 1-2 weekend retreats. By myself I organized a Milwaukee area youth retreat and I helped organize an International youth rally.

One of the main reasons that I became a Camp director was the fact that I had seen firsthand the powerful results from a well-planned retreat in a camp atmosphere. I wanted to help other churches and schools experience the same kind of positive results.

The thing about retreats is that they take a lot of planning. What I have tried to do as a Camp director is to develop a staff who can assist with the planning and the actual retreat, to build a facility that is comfortable for a group and to create programs that help a group grow. Then group leaders would not have to read countless books to find just the right mixers; they would not have to take a crash course in food for fifty; they wouldn't have to consult with attorneys for the correct legal terms for release of liability forms, and so on, and so on, and so on.

And I believe that you will find staff, facilities and programs that accomplish that very thing at Camp Phillip. I would love to be able to serve your group.

Past guests' comments

"I'm so glad that you are out there doing what you're doing. You are making a big impact on these kids."

"I love Camp Phillip!!! Thanks for making it and keeping it up! It's what I'd picture heaven to be like. I just love it!"

"I know I have been closest to God at camp, and when I go home my faith has only been strengthened! I really don't know where I'd be without the inspiration to increase my faith. Thank you so much."

"Thank you for the great time at Camp Phillip! I sure wish I could have stayed the rest of the year."

"Thank you for giving our whole family such a fantastic and memorable camp experience. Your Pee wee counselors were unbelievable--they went WAY above our expectations. In the words of my 6 year old, 'Camp Phillip rocks!'"

"The faith, confidence and individuality the Lord instilled in our children through the efforts of the wonderful people at Camp Phillip is far beyond what we can express in words."

Step 1: Brainstorm ideas for retreat

Camp Phillip offers you facilities, food service and programming so you can organize your own retreat at Camp Phillip. It is helpful in the planning process if you can make the following decisions prior to contacting Camp Phillip to book a retreat:

Group size anticipated

Estimate the number of males and females in your group including chaperones: _____

Dates desired

Select some dates that you would like for your retreat: _____ through _____

If you'd like, you could check the Camp Phillip calendar at www.campphillip.com/calendar to see if any other group is booked at the same time. Even if another group is booked, we may still be able to work with your group depending on the size of the groups and the programming that is involved.

Facilities preferred

We will generally assign groups to certain buildings depending on their size and the male/female ratio. If you have certain lodging that you would prefer, you can certainly request that lodging and we will try our best to honor your request.

➡To learn more about our buildings check out *Camp buildings* and *Camp buildings' layouts* in the Appendix. You can also check out *Rates* in the Appendix for pricing.

Meals desired

Determine what meals (breakfast, lunch and supper) you plan to eat in our Dining Hall.

➡Check *Rates* in the Appendix for pricing.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Breakfast							
Lunch							
Supper							

Programming desired

➡Check out *Available activities and equipment* in the Appendix for activity options and *Rates* in the Appendix for pricing.

Registration plans

Are your retreat attendees registering with you or are individuals asked to make their own reservations through the camp office?

Step 2: Communicate with Camp Phillip

Contact the camp office to get in touch with one of camp's program staff. The best way to communicate is by phone (920-787-3202) or email (office@campphillip.com). The discussion will include possible dates, minimum camper numbers, lodging requests if any, food service needs, desired programs and scheduling.

Contact information

Camp Phillip
W9944 Buttercup Ave
Wautoma, WI 54982-7032
Office phone: 920-787-3202
Office fax: 920-787-0032
E-mail: office@campphillip.com
Website: www.campphillip.com

Step 3: Complete the contract

Retreat contract information

Once you have agreed upon the details of your retreat with a staff member from Camp Phillip, a contract will be issued. Once the contract has been issued, these procedures will be followed.

1. Six weeks following the issuance of the contract the contract must be signed and returned to Camp Phillip with a non-refundable deposit of \$100. Make sure that you have read and understand the camp policies on the second page of the contract before signing.
2. Two weeks before the retreat, final camper numbers must be provided to Camp Phillip.
3. Before your departure from camp, Camp Phillip staff will meet with you to figure the balance of the fees. The fees must be paid at this time unless prior arrangements have been made with Camp Phillip.

►►A *Sample contract* has been included in the Appendix.

Retreat contract policies

The signer of the contract is responsible for communicating the following policies to those attending the retreat to ensure compliance:

1. Adequate adult supervision must be provided for all young people. Chaperones are to be lodged in the same area with the youth and are responsible for their conduct.
2. The following restrictions are in effect:
 - Fireworks, minibikes, snowmobiles and guns are not allowed on camp property.
 - Hunting is prohibited on camp property.
 - Animals are not allowed in any camp buildings.
 - Smoking is not allowed in any camp buildings.
 - The ropes course is off limits unless supervised by Camp Phillip staff.
3. Your group is not guaranteed sole use of the grounds, facilities and programs unless prior arrangements have been made.
4. If you plan on bringing more participants than the original contract shows, you must contact Camp Phillip in advance to ensure proper lodging, food service and staff are available.
5. A Camp Phillip registration form is required for every person, no matter how old. If you are participating in any adventure programs, you must also fill out the sections that pertain to that specialty (ropes course, rock climbing or caving programs).
6. Your group will follow the instructions given for cleaning off your tables after meals.
7. Quiet hours are from 11:00 pm until 7:00 am.
8. Your group is to follow the cleanup instructions given in your cabins before your departure.
9. Your group will be responsible for breakage or destruction of camp property. Billing will follow the inspection of camp property.
10. If your group needs to cancel the retreat for any reason, your financial obligation will be as follows:
 - Cancelling 4-6 months before the retreat = you pay 30% of the total amount due.
 - Cancelling 1-3 months before the retreat = you pay 50% of the total amount due.
 - Cancelling less than one month in advance = you pay 75% of the total amount due.

►►It would also be wise for you to familiarize yourself with the *General information* in the Appendix.

Step 4A: Plan your schedule and free time

As you plan your retreat, Camp Phillip staff are ready to help you. Just tell us the activities that you would like included in your schedule and we will prepare your schedule for you.

►For additional help check out *Retreat planning checklist* and *Sample schedules* in the Appendix.

Free time

We strongly discourage you from scheduling free time; free time occurs naturally between activities and before and after meals. Chaperons are responsible for supervising the group.

Planning your meals

Our camp staff will prepare your meals for you. Only on rare occasions may a group rent our kitchen and prepare their own meals.

Food service: Meals will be served at 8:30, 12:30 and 5:30, unless other plans are agreed upon. The food will be served for 20 minutes and then removed. Your group will follow the instructions given for cleaning off their tables. No reduction in cost is possible if a person misses a meal. Snacks are available for an extra charge.

When you give your final camper number two weeks before the retreat, please let us know any special dietary needs of your campers.

Planning your lodging

►Here's a list of our accommodations so that you have an idea of what to expect before arrival. All cabins have electricity and are heated for year-round usage. Check out *Camp buildings' layouts* in the Appendix if you are interested in the room configuration.

- The Quad has two rooms upstairs and two rooms downstairs. Each room has three bunk beds and a single bed, a sink and a bathroom with a toilet and a shower.
- Wisco 1 has three bunk beds and a single bed.
- Wisco 2 has two rooms upstairs, a common bathroom upstairs and one room downstairs. One room upstairs has five bunkbeds; the other two rooms have six bunkbeds.
- Wisco 3 has two rooms upstairs, a common bathroom upstairs and one room downstairs. One room upstairs has five bunkbeds; the other two rooms have six bunkbeds.
- The Nature Center has three rooms upstairs with two rooms accommodating 12 each and one room accommodating 8. Bathrooms and a meeting room are located on the lower level.
- Family cabins have a queen size bed, a bunk bed, a microwave, a refrigerator, a table and chairs.

Group check in begins at 3:00 p.m. Rooms may not be available until 6:00 p.m. You are always welcome to arrive early and enjoy the grounds while your rooms are being prepared. Check-out time is 1:00 p.m.

Planning your program

►Check out *Available activities and equipment* and *Area attractions* in the Appendix for programming possibilities.

Chaperons

Adequate adult supervision must be provided for all children; chaperons stay in the same area with the children and are responsible for their conduct. We require at least one adult chaperon for every 9 students.

Chaperons can either make or break a retreat, so exercise caution when seeking chaperons. Chaperons should definitely be good Christian role models for the children. They should be people you know, people who are enthusiastic about the trip and willing to participate in the program. Remind them that enthusiasm is contagious--if chaperons are enthusiastic, the children will be too.

So that there are no misunderstandings, please share the camp policies with the chaperons. Children should not be left unsupervised in the cabins or on the camp grounds. Proper supervision will reduce the danger of personal injury and damage to camp property. Chaperons are expected to stay at camp for the duration of the trip.

Registration form

Every person attending Camp Phillip must fill out a Camp Phillip program registration form.

1. Every person, no matter how old must fill out Camp Phillip program registration form side 1.
2. Every person who will be participating in the low ropes or high ropes must fill out Camp Phillip program registration form side 1 and side 2 column 1
3. Every person who will be participating in the rock climbing or caving program must fill out Camp Phillip program registration form side 1 and side 2

These forms are to be given to camp staff upon your arrival; it is also wise to give a copy of these forms to the drivers in whose cars the people are riding in case of an emergency while on the road.

Step 4B: Promote your retreat

Research shows that it takes an average of 7 notifications of an event from different sources before the typical person registers for an event. So start brainstorming the different ways that an event can be announced--church bulletin, newsletter, announcement from the pulpit, video after a church service, phone call, bulletin board display, brochure, email, website, Facebook, personal visits, etc.

With any registrations, collect the money at the time of the registration; this discourages people from cancelling on the day of the retreat. Make sure the refund policy is clearly spelled out.

Sample brochure

Here is the layout for a typical 8-1/2" x 11" brochure:

Outside panels of brochure

Registration instructions and form	Camp description and location	Main cover of brochure
------------------------------------	-------------------------------	------------------------

Inside panels of brochure

Description of retreat	Schedule What to bring	Medical information Release of liability form Photography release Insurance information
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For more brochure ideas, check out Camp Phillip's brochures on the "Document downloads" page of the website at www.campphillip.com.

Registration instructions and form

Registration instructions could include due date for registration, to whom the form should be given or mailed, to whom the payment should be given or the check written out, an explanation of what to expect confirming the registration and the refund policy.

Registration form could include name, address, city, state, zip code, gender, age or date of birth, email address, parents' name and phone number, emergency contact and phone number, roommate choice, name of church, activity options, rates and signature.

Camp description and location

This could include an overall description of the camp, its ministry, facilities, programs, staff, contact information during the retreat and driving instructions for those attending.

➡ **Directions to camp** are found in the Appendix.

Main cover of brochure

This could include the name of the retreat, the date, the location, the purpose of the retreat and some catchy clip art or photos.

Description of retreat

This could include an explanation of the theme, the main points of the Bible studies, a description of the featured speaker(s), a summary of the activities, etc.

Schedule

➡ **Sample schedules** are found in the Appendix

What to bring

This section could include:

Bible and positive Christian attitude

Outdoor clothes including long pants, a jacket or sweater, socks, sturdy shoes (sneakers or hiking boots) and rain gear.

Sleeping bag, pillow and toiletries

Money for camp store (if desired)

Please leave valuables, dress clothes, radios, electronic games, excessive snacks and dangling jewelry at home.

Do not bring alcohol, tobacco products, illegal drugs or inappropriate language.

Medical information / Release of liability form / Photography release / Insurance information

Here is some suggested wording to use:

I give my permission for my child, _____, to attend this _____ retreat.

In the event of an emergency I give permission to the holder of this form to consent to any medical treatment or hospitalization deemed wise by a licensed physician or emergency team. I also agree to be liable for any and all costs involved in such emergency treatment.

Be advised that my child has the following physical ailment, allergies, recent injuries, emotional or behavioral disorders, and/or takes the following listed medicine: _____

The parent/guardian of the applicant assumes full responsibility for the applicant's health being such that camp activities will in no way aggravate any conditions present. If in doubt, please seek medical advice.

I understand that there are inherent risks involved in outdoor activities which are beyond Camp Phillip's control and I agree to personally assume such risks.

I release from any liability Camp Phillip, the church and staff sponsoring this retreat in the event of any accident en route, during or returning from this event.

I give permission for my child to be photographed for use in Camp Phillip's promotional efforts and store sales.

The signature below affirms that the statements on this form are true and understood.

Parent's signature _____

Health insurance carrier _____

Policy number _____

Date signed _____

Make sure that the registration form is NOT the only place that contains information that a camper will need later on; otherwise after the registration form is turned in, you will be getting a lot of phone calls asking questions about information that campers need but was only included on the registration form.

Videos

To drum up enthusiasm for your retreat you could show potential attendees one of the camp videos located on the Video downloads page of the camp website at www.campphillip.com.

Step 5: On-site information

Upon arrival instructions

When you arrive, please check in at the Administration Building.

There we would like from you an updated count of your group, the program registration forms and a copy of your program schedule (if you have prepared your schedule). Please let us know what time we can come down and greet your group and welcome them to Camp Phillip!

► You will receive from us a packet with the following information which can be found in the Appendix:

General information

Camp Phillip map

Kitchen orientation checklist for groups renting the kitchen

What to do in case of emergencies

Emergency numbers and directions

Cleanup instructions

Evaluation form

Your cabin assignments and parking instructions will be listed on the Camp Phillip map.

Emergencies or maintenance needs

If an emergency occurs, dial 911 and then immediately contact Camp Phillip staff for assistance. All full-time staff are trained for emergency situations and can assist until medical personnel arrive. **In order to be treated, a minor must have a medical consent form signed by a parent or guardian.**

Contact information for the on-duty staff member can be found on the door of the Health Care Room to the right of the fireplace in the Dining Hall.

► For emergency contact information and directions to local clinics and hospitals, please refer to *Emergency numbers and directions* in the Appendix. This same information is located to the left of the bulletin board in the Dining Hall and on the Comfort Station bulletin board.

Accidents must be reported to the on-duty staff member. Staff members are able to provide further information regarding insurance filing procedures.

Please note these policies:

Pets: Animals are not allowed inside any buildings. Animals must be kept leashed and their litter must be cleaned up.

Smoking: Because of fire danger and as a courtesy to other guests, smoking is not permitted in any of the buildings or in the woods.

Before departure

Upon arrival your group will be furnished with Cleanup instructions to tidy up all the facilities your group used.

Once the rooms have been cleaned, ask campers not to use them anymore. Have one adult inspect every room.

The rest of your fee is due before you leave. Any damage will be billed separately.

So that we may learn how to serve you better, please complete the Evaluation form.

Future reservations

If you plan on coming back, why not make your reservations before leaving camp? We accept reservations up to one year in advance.

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Area attractions

Antique shops

The stretch from Wautoma to Waupaca is loaded with great antique shops. Princeton has the largest flea market in the area on the summer weekends.

Boat cruises

Clear Water Harbor / 715-258-2866 / www.clearwaterharbor.com

N2757 County Road QQ, Waupaca, WI 54981

Bowling alleys

Doggers Lanes, Wautoma. / 920-787-3436 / www.doggersbarandlanes.net

109 N Scott Street, Wautoma, WI 54982

Thal Acres / 608-296-2850 / www.thalacres.com

N6109 County M, Westfield, WI 53964

Canoe trips

Mecan River Outfitters / 920-295-3439 / www.mecanriveroutfitters.com

W720 State Road 23, Princeton, WI 54968

Downhill skiing

Nordic Mountain / 920-787-3324 / www.nordicmountain.com

W5806 County Road W, Wild Rose, WI 54984-6453

Fish hatchery

Wild Rose Fish Hatchery / 920-622-3527 / www.dnr.wi.gov/fish/wildrose

N5871 State Road 22, Wild Rose, WI 54984

Golf courses

Thal Acres / 608-296-2850 / www.thalacres.com

N6109 County M, Westfield, WI 53964

Two Oaks North / 920-787-7132 / www.twooaksgolf.com

W6650 Meadow Lane Court, Wautoma, WI 54982

Waushara Country Club / 920-787-4649 / www.wausharacountryclub.com

2410 Hillside Drive, Wautoma, WI 54982

Horseback riding

Sky Lodge Camp / 608-297-2566 / www.skylodge.org

N4855 County Road Y, Montello, WI 53949

Mini golf

Roseville Mini Golf / 920-622-5090

1151 Main Street, Wild Rose, WI 54984

Museums

EAA Center, Oshkosh / 920-426-4800 / www.eaa.org

3000 Poberezny Road, Oshkosh, WI 54902

Pioneer Museum (Wild Rose Historical Village)

State Highway 22, Wild Rose, WI 54984

Waushara County Museum / 920-787-7584 / www.wchistory.com

221 South St Marie Street, Wautoma, WI 54982

Available activities and equipment

Our year-round staff will be happy to assist you with your outing. If you would like help with some portion of your program, please make arrangements well in advance.

Activities that camp staff can lead

- Archery
- Bible study
- Campfire
- Disc golf
- Environmental education
- Geocaching
- High ropes course
- Low ropes course
- Outdoor games
- Paul ball
- Sing-along
- Waterfront

Activities that you can do on your own

The large recreation field boasts a sand volleyball court, grass volleyball court, basketball area, soccer goals, tetherball and playground plus lots of room for games like softball, football and croquet. Disc golf is also available.

Available recreation equipment

Talk to Camp Phillip staff to check out equipment. Please return all equipment to its proper place.

- Equipment for the spring, summer and fall include basketballs, board games, cones, disc golf discs, footballs, frisbees, parachute, puzzles, soccer balls, Tug of Four rope, volleyballs and zoogles.
- Waterfront equipment includes canoes, paddleboats and rowboats.
- Equipment for winter includes broomball, indoor games, inner tubes and puzzles. Cross country skis can be checked out from the Administration Building basement.

Available audio-visual equipment

- Program equipment includes a DVD player, a CD player, overhead projector and screen, a VCR/TV combo, a filmstrip projector, a slide projector, a laptop computer, a marker board and a portable electronic keyboard.

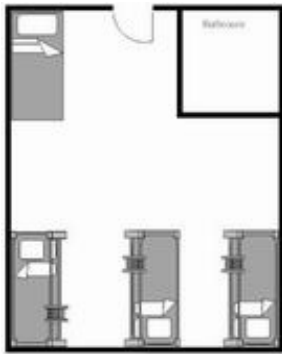
Camp buildings

Lodging information	# for sleeping	(U)pstairs (D)ownstairs	Bathrooms (Y/N)	Heat (Y/N)	Carpeted (Y/N)	Meeting room (Y/N)
Quad 1	7	U	Y	Y	N	N-DH
Quad 2	7	U	Y	Y	N	N-DH
Quad 3	7	D	Y	Y	N	N-DH
Quad 4	7	D	Y	Y	N	N-DH
WISCO 1 (5)	7		N	Y	Y	N
WISCO 2 Front (6F)	10	U	Y	Y	Y	N
WISCO 2 Back (6B)	12	U	Y	Y	Y	N
WISCO 2 Down (7)	12	D	Y	Y	Y	N
WISCO 3 Front (8F)	10	U	Y	Y	N	N
WISCO 3 Back (8B)	12	U	Y	Y	Y	N
WISCO 3 Down (9)	12	D	Y	Y	Y	N
Nature Center Back (10)	12	U	Y	Y	N	Y
Nature Center Middle (11)	8	U	Y	Y	N	Y
Nature Center Front (12)	12	U	Y	Y	N	Y
Family Cabin 1 (13)	*3-4		N	Y	Y	N
Family Cabin 2 (14)	*3-4		N	Y	Y	N
Family Cabin 3 (15)	*3-4		N	Y	Y	N
Family Cabin 4 (16)	*3-4		N	Y	Y	N
Family Cabin 5 (17)	*3-4		N	Y	Y	N

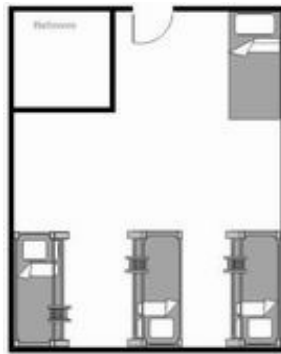
*Family Cabins 1-5 have 1 queen size bed, 1 bunk bed, a table and 2 chairs.

Camp buildings' layouts

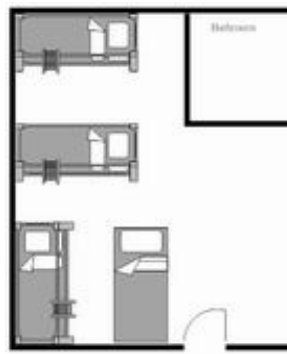
Quad 1 (Cabin 1)



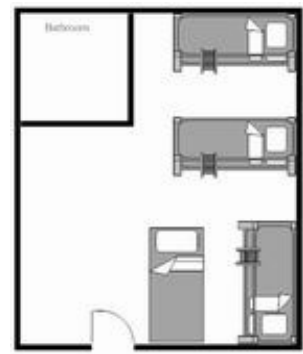
Quad 2 (Cabin 2)



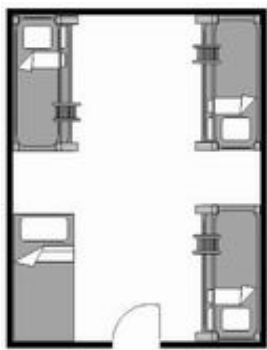
Quad 3 (Cabin 3)



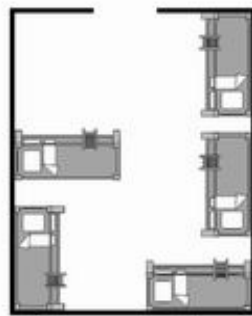
Quad 4 (Cabin 4)



WISCO 1 (Cabin 5)



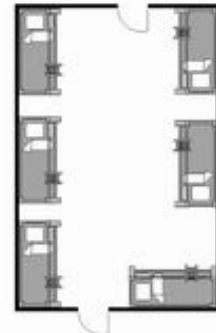
WISCO 2 (Cabin 6F)



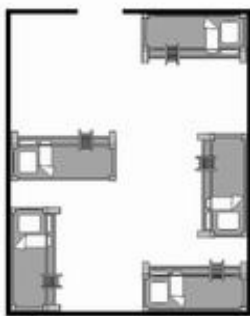
WISCO 2 (Cabin 6B)



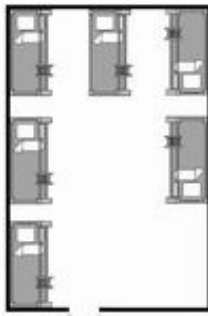
WISCO 2 (Cabin 7)



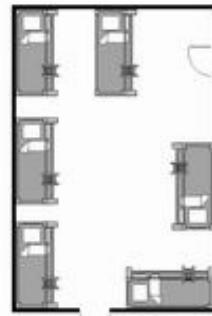
WISCO 3 (Cabin 8F)



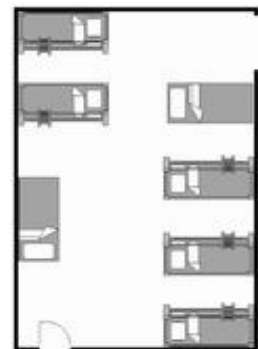
WISCO 3 (Cabin 8B)



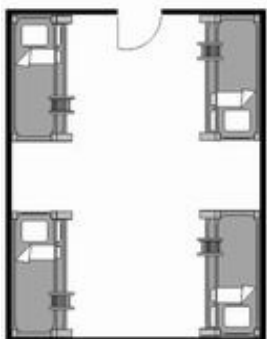
WISCO 3 (Cabin 9)



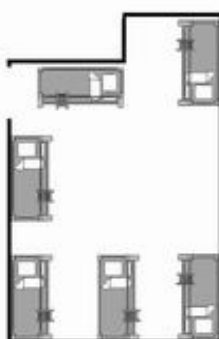
Nature Center (Cabin 10)



Nature Center (Cabin 11)



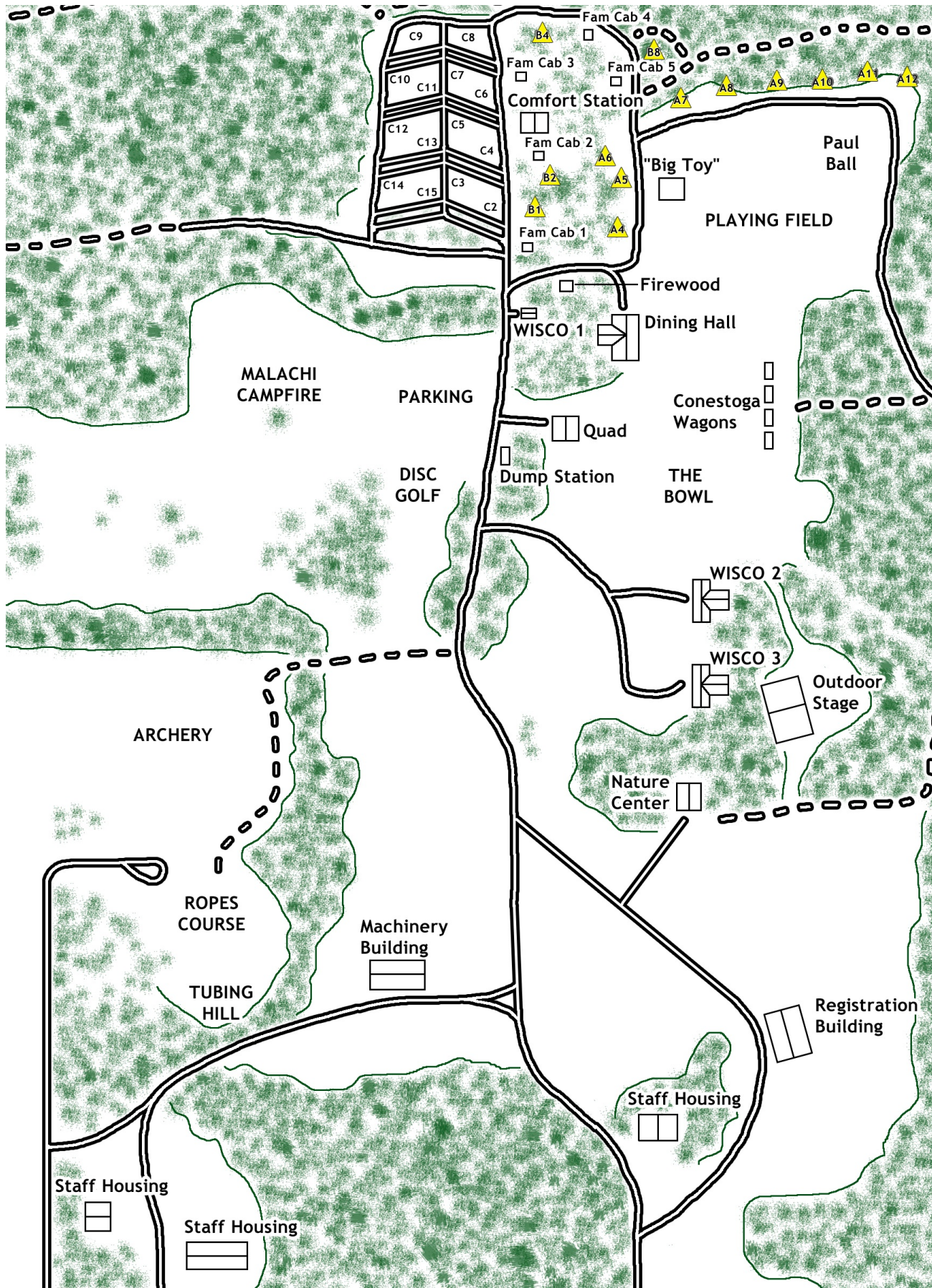
Nature Center (Cabin 12)



Family Cabins 1-5



Camp Phillip map



Cleanup instructions

Your group is expected to help us prepare for the next group's arrival. Please follow these instructions to tidy up all the facilities your group used. Once the rooms have been cleaned, please ask campers not to use them anymore.

Have one adult inspect every room. A Camp Phillip staff person may also make a final inspection. Here is what is expected of your group.

Sleeping areas will be considered cleaned when:

1. mattresses are cleaned off (wiped off if necessary).
2. rooms (under beds, on window ledges, in bathrooms and shower areas, in cupboards, desks or vanities) are checked for items your group might forget.
3. uncarpeted floors are swept and garbage deposited in garbage can.
4. carpeted floors are removed of litter and vacuumed.
5. wastebaskets are emptied into large garbage cans outside cabin.
6. all doors and windows are shut and lights are turned off.
7. any damages done or repairs needed are reported to Camp Phillip staff.

Bathrooms will be considered cleaned when:

1. showers are wiped down, hair is cleaned out, leftover shampoo, soap, etc. is removed.
2. floors are swept (or wet mopped, if necessary).

Kitchen facilities (if you have used them) will be considered cleaned when:

1. leftovers are cleaned out of refrigerators and freezers.
2. all the dishes, utensils, etc. are washed, dried and put away in their proper cupboards.
3. countertops are wiped off.
4. microwave is wiped out.
5. griddle is cleaned off with griddle screen system and grease from the grease tray is disposed of appropriately; grease tray is cleaned off.
6. oven racks and oven insides are cleaned.
7. stove grates are wiped down (removed and cleaned at sink, if necessary).
8. sinks are wiped out.
9. wet towels and rags are piled together on bottom shelf of metal table.
10. popcorn popper, if used, is cleaned out.
11. dishwasher, if used, is cleaned (food items are cleaned from drains; countertops are wiped down; all switches are off).
12. all floors are swept (wet mopped, if necessary).

Dining room and meeting areas will be considered cleaned when:

1. tables are wiped off.
2. games, recreation equipment and program equipment are placed in their proper storage areas.
3. floors are swept (wet mopped, if necessary).

Grounds will be considered clean when:

1. garbage is disposed of in proper receptacles.
2. games, recreation equipment and program equipment are placed in their proper storage areas.

Your cooperation is very much appreciated.

Directions to Camp Phillip

Directions from Plainfield

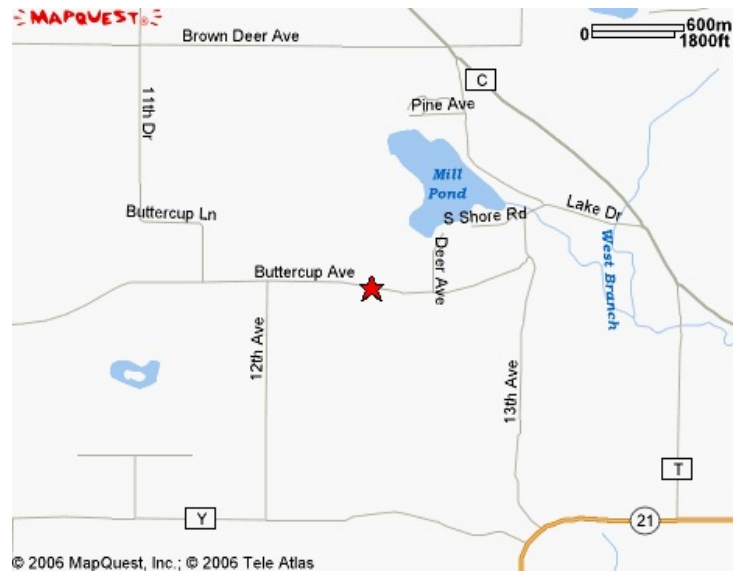
After leaving WIS 51 / Int 39, take
WIS 73 South - 4.3 miles
Right on B - 5.6 miles
Left on C - 1.5 miles
Right on B - 2.1 miles
Left on Buttercup Ave. - 2.0 miles
Left at Camp Phillip sign

Directions from Coloma

After leaving WIS 51 / Int 39, take
WIS 21 East - 10.0 miles
Left on Y - 1.0 mile
Right on 12th Ave - 1.0 mile
Right on Buttercup Ave. - 0.4 mile
Left at Camp Phillip sign

Directions from Wautoma

WIS 73 North to C
Left on C - West 3.0 miles
Left on Lake Drive - 0.4 mile
Left on 13th Ave. - 0.2 mile
Right on Buttercup Ave. - 0.7 mile
Right at Camp Phillip sign



Emergency numbers and directions

Emergency phone numbers

Fire | Sheriff | Police | Ambulance | Rescue: 911
Wild Rose Hospital: (920) 622-3257
Waushara Family Physicians, Wautoma: (920) 787-2134
Waushara Family Physicians, Wild Rose: (920) 622-5560
Poison Control: 1-800-815-8855

Camp information

Camp address: Camp Phillip W9944 Buttercup Avenue Wautoma, WI 54982-7032
Camp phone number: (920) 787-3202
Camp fire number: W9944 Buttercup Avenue
Directions to camp:
From Wautoma, take WIS 73 North to County Highway C
Turn left on C - Go west 3.0 miles
Turn left on Lake Drive - Go 0.4 mile
Turn left on 13th Avenue - Go 0.2 mile
Turn right on Buttercup Avenue - Go 0.7 mile
Turn right at Camp Phillip sign

Waushara Family Physicians, Wautoma, information

Clinic address: Waushara Family Physicians Hwy 22 North Wautoma, WI 54982
Directions to clinic:
From the camp entrance, turn left on Buttercup Avenue - Go 0.7 mile
Turn left on 13th Avenue - Go 0.2 mile
Turn right on Lake Drive - Go 0.4 mile
Turn right on County Highway C - Go 3.0 miles
Turn right on WIS 73 - Go 0.7 mile
Turn left on WIS 22 - Go 0.6 mile
Turn right into clinic parking lot

Waushara Family Physicians, Wild Rose, info

Clinic address: Waushara Family Physicians 701 Grove Avenue Wild Rose, WI 54984
Directions to clinic: Follow directions below to the Wild Rose Hospital. The clinic is located next to the hospital.

Wild Rose Hospital information

Hospital address: Wild Rose Hospital 601 Grove Avenue Wild Rose, WI 54984
Directions to hospital:
From the camp entrance, turn left on Buttercup Avenue - Go 0.7 mile
Turn left on 13th Avenue - Go 0.2 mile
Turn right on Lake Drive - Go 0.4 mile
Turn right on County Highway C - Go 3.0 miles
Turn right on WIS 73 - Go 0.7 mile
Turn left on WIS 22 - Go 10.0 miles
Turn right on Hospital Road - Go 0.1 mile
Turn right on Grove Avenue - Go 0.2 mile
Turn left into hospital parking lot

Evaluation form for educational field trip

Thank you for coming to Camp Phillip for your field trip! To help us better serve you and other school groups, please fill out the following evaluation. Your comments and opinions are very important to us. Please give this form to one of Camp Phillip's staff when you check out or send it to us in the enclosed envelope. Thank you!

Name and city of group _____

Grade level of group _____ Date and year of field trip _____

1. Please circle the number which best applies--**1 being just awful and 5 being excellent.**
The line below each statement is for any written comments you may have.

a. Communication prior to field trip	1	2	3	4	5
--------------------------------------	---	---	---	---	---

b. Retreat planning guide was clear and helpful	1	2	3	4	5
---	---	---	---	---	---

c. Sleeping areas	1	2	3	4	5
-------------------	---	---	---	---	---

d. Quality of food	1	2	3	4	5
--------------------	---	---	---	---	---

e. Ropes course met goals of your group	1	2	3	4	5
---	---	---	---	---	---

f. Environmental education topic was well covered, at grade level and interest of your students	1	2	3	4	5
---	---	---	---	---	---

g. Staff was knowledgeable, courteous and showed their faith in Christ	1	2	3	4	5
--	---	---	---	---	---

h. Students were encouraged in their Christian faith	1	2	3	4	5
--	---	---	---	---	---

I. Bible study was at grade level and interest of students	1	2	3	4	5
--	---	---	---	---	---

j.	Campfire and song period were fun times of Christian fellowship	1	2	3	4	5
----	---	---	---	---	---	---

2. Circle how often your group would consider coming to camp:
Twice a year Once a year Every two years Every three years Other _____

Would your group consider coming during the winter? ☐ Yes ☐ No

3. We take reservations a year in advance. Would you like to rebook for next year? ☐ Yes ☐ No
If "Yes," who should we contact? Please write down either the phone number or e-mail address.

Name _____ Contact info _____

4. Are there other teachers in your school or that you know who would be interested in the type of program you just participated? ☐ Yes ☐ No
If "Yes," who? _____

5. Would your faculty be interested in a faculty retreat? ☐ Yes ☐ No
If "Yes," whom can I contact about this? _____

6. Please list environmental education topics that you would like us to consider developing: _____

7. Would your school consider Camp Phillip for a mission offering? ☐ Yes ☐ No
If "Yes," whom can I contact about this? _____

8. Camp Phillip offers many workshops every year for all age levels. Please list any of your faculty, congregational members or WELS acquaintances whom you think would be quality speakers or performers at a retreat. Please indicate the age level of participants with whom they work best and the topic they address or specialty they have.

Name	Age level of participants	Topic or ability

9. Now dream a little. If you could, what would you like to see Camp Phillip add or improve upon for educational field trips?

Thanks for taking the time to fill out this form and for your honesty!

Your name _____ Your contact info _____

Evaluation form for retreat groups

Thank you for coming! To help us serve you and other guests better, please fill out this form for us.

Name of group _____ Date of outing _____

1. Were the goals of your retreat met? ____ Yes ____ No
2. Please check the box under the number which applies in each of the following areas from 1 being very good to 5 being very lousy.

Evaluation areas	1	2	3	4	5
Communication prior to retreat					
Sleeping areas					
Meeting areas					
Quality of food (if we made meals)					
Programs (if we provided programs)					
Recreation available					
Attitude of our staff					
Attractiveness of grounds					

3. What was the highlight of your trip?
4. What was the least enjoyable part of your trip?
5. How can we improve to make your trip more enjoyable?
6. What would you like to see Camp Phillip add as far as programs, facilities, etc.?
7. We take reservations a year in advance. Would you like to rebook for next year? ____ Yes ____ No
If "Yes," who should we contact? Please write down either the phone number or e-mail address.

Name _____ Contact info _____

Your name _____ Your contact info _____

General information

Respect the Gospel! In Christian thankfulness, we respect:

- G**od--by following His commands and honoring Him in all we do;
- O**thers--by loving them, helping them and building them up;
- S**elf--by treating our bodies as temples of God;
- P**roperty--by taking care of the cabins, buildings and campground;
- E**quipment--by properly using and storing all equipment;
- L**ife--by protecting the forests and wildlife, and by putting litter in its place.

Alcohol

Please be considerate of others and exercise good Christian judgment when consuming alcohol.

Archery

The archery range is only to be used with camp staff supervision or after obtaining permission from camp staff. Archery equipment may only be used with staff supervision.

Basketball

Please follow all rules posted at the court. Do not hang on any of the rims other than at station #14.

Boundaries

Take note of camp's property lines and stay within the boundaries. Please stay out of buildings that are not being used by your group. Cabins housing the opposite gender are also off-limits.

Campfires

Build campfires only within the designated rings and do not dig new firepits. Do not leave fires unattended; douse the fires before leaving your campsite.

Chaperons for retreat groups

We ask that you provide 24 hour supervision for the campers. After and before meals you are expected to be with them. We recommend not leaving camp to buy treats for the campers or offer to take them to town. This could disrupt the goals of the retreat.

Please feel free to participate in our activities. We ask that you provide guidance for the campers and show them by example your love for Christ and for them.

Cleanup

Before departing everybody is responsible for the general cleanup of the site or facilities used during their stay. Please follow the Cleanup instructions posted in the cabins.

Dump station

A dump station is available for use on the main road. Please properly dispose of all blackwater (sewage) and greywater.

Emergencies

➡ See *What to do in case of emergencies* and *Emergency numbers and directions* in the Appendix.

Fishing

Anyone 16 years of age or older must have a fishing license. No fishing is to be done from the swimming piers or in the swimming area; there is a fishing pier to the north of the swimming area for your use. Life jackets must be worn in boats. Bait is available at several locations in Wautoma, including Mark's Marine at W7488 Hwy 21.

Hunting

Hunting is prohibited, unless permission is obtained from the Camp Director.

Noise

11 P.M. - 7 A.M. is a reasonable quiet time. Zoning rules prohibit fireworks.

Pets

With the exception of service animals, pets are not allowed in any camp buildings. Animals must be kept leashed and waste should be properly disposed.

Recycling/waste

Outside the Dining Hall are three dumpsters--one for cardboard and paper, one for garbage and one for recyclables. Please be careful to deposit things in the proper containers. For your convenience, garbage cans are also located near every sleeping area. Please keep the lid closed at all times to prevent animals from crawling into cans.

Reservations

Reservations are accepted up to one year in advance; retreat groups and field trip groups are strongly encouraged to make their reservations as early as possible.

Restrooms

Restrooms are cleaned daily. If something needs to be done at another time, please let camp staff know. Please do not leave towels or toiletries in the bathroom facilities, and do not let shower curtains hang outside the stall while showering. Because of the sensitivity of the septic system, do not dispose of any sanitary items in the toilet.

Ropes course

Due to the nature of this program, we ask you to comply with the following:

- You are allowed on the ropes course stations only with Camp Phillip staff supervision.
- Please meet at the Dining Hall when you are scheduled for the ropes course.
- You will need to wear long pants and athletic shoes or boots. Long sleeves are also recommended.
- Please leave valuables, dangling earrings and necklaces behind in your cabin. No chewing gum is allowed on the course.
- We operate under the philosophy of “challenge by choice.” This means that we will encourage you to participate in all the activities, but if for some reason you feel unsafe you will not be forced to do that activity. Our job is to invite you to do more than you may think is possible and encourage you along the way.
- Have fun, grow, learn and glorify the Lord!

Severe weather

In case of severe weather a siren will be sounded from the Dining Hall. Everyone should seek shelter in the basements of their buildings or the basements of the Nature Center or Administration Building.

Shaded areas

Please be respectful of other groups who are on the property. Areas such as the Comfort Station shelter, gazebos, playground and athletic fields are first come-first served. Please share and be considerate of others' needs. Camp-sponsored programs have priority at these areas.

Smoking

Because of fire danger and as a courtesy to other guests, smoking is not permitted in or near any of the buildings or in the woods.

Speed limit

Drive slowly and carefully observe posted speed limits.

Sports equipment

Equipment can be found in the bin near the basketball court. Disc golf discs are located in the box at hole #1. Please return equipment to its proper place. To use other camp equipment, please speak with camp staff.

Store

Items for sale include clothing, songbooks and candy. Our camp store in the Dining Hall is open at various times or upon the request of a group's leader.

Suggestions

If you enjoy your stay, tell others. If you have suggestions, tell us.

Telephone

- Camp Phillip's phone number at the Administration Building is (920) 787-3202.
- Camp Phillip's fax number at the Administration Building is (920) 787-0032.

Vehicles

Our conditional use permit prohibits recreational minibikes, ATVs and snowmobiles. Vehicles must stay on camp roads. Please observe chains and restricted access signs.

Waterfront

Please follow all rules posted at the waterfront. Boats are available on a first come-first served basis. Life jackets (available at the waterfront) must be used while boating. Swimming is done at your own risk. Adults must accompany any children under 18. Life jackets are not to be used for swimming. For lifeguard help talk to the Camp Phillip staff. Camp-sponsored programs have priority at the waterfront. The Upper White River Millpond is a 64 acre lake with a maximum depth of 29 feet and is a no-wake lake.

Wood

Dead, fallen wood may be used free of charge. Do not cut anything else without permission. To prevent the spread of disease the DNR says that no trees should be cut between April 15th - July 15th. Firewood is available in the wood shed for a fee. Please deposit payment in the designated envelopes above the freezer in the Dining Hall hallway.

Worship service

You are welcome to join us for worship on Sunday morning in the Dining Hall. Services are held at 9:30 every Sunday in peak season, and most Sundays during the off-season when groups are on the property. After the service you may make a donation to support our ministry.

Kitchen orientation checklist

1. The food supervisor for the retreat group will identify the Camp Phillip food service equipment needed to prepare the group's meals by placing an "X" in the first column of the table below.
2. The Camp Phillip staff member will orient the retreat food service supervisor to every item marked with an "X". All items not discussed will be marked with an "O" and may not be used.
3. The Camp Phillip staff member will explain the following kitchen safety equipment:
 - Fire extinguishers
 - Fire suppression system
 - Gas shut-off valves
4. The Camp Phillip staff member will discuss the following standard procedures for the kitchen:
 - Cleanup
 - Fan
 - Garbage
5. Detailed instructions for the equipment listed below are found in the Camp Phillip food service manual.
6. Should the food service supervisor have any questions on kitchen equipment or have any problems in the kitchen, please contact the camp staff member on duty whose name is listed on the door of the Health Care Room to the right of the fireplace in the Dining Hall.
7. The deposit of \$50 that has been collected because your group has rented the kitchen will be returned following the retreat if proper cleanup has taken place.

Equipment needed--X Equipment not used--O	Kitchen equipment	Notes
	Coffee machine	
	Coffee pots	
	Cooler, walk-in	
	Deep fryer	
	Dishwasher	
	Fan	
	Freezer, walk-in	
	Griddle	
O	Juice machine	Not to be used by retreat group
O	Meat slicer	Not to be used by retreat group
	Microwave	
O	Mixer	Not to be used by retreat group
	Oven, convection	
	Oven, regular	
	Range	
	Roasters, Nesco	
	Toaster, conveyor	

Retreat group and city _____ Dates _____

Signature of retreat group's food service supervisor _____

Signature of Camp Phillip staff completing orientation _____

Rates for 2013

Rates are for individuals in fellowship with the WELS. Obtain other rates by calling the camp office at 920-787-3202.

Cabins (Check-in--3 pm / Check-out--1 pm)

Early arrival

12-3 pm \$2.00/person

9 am-12 \$4.00/person

Group prices \$13.50/person/night (Minimum is equivalent to Family prices.)

Family prices

May-Sept. \$41.00/room/night

Oct.-Apr. \$46.00/room/night

Campsites (Check-in--3 pm)

Early arrival \$2.00/group or family

Group prices \$2.00/person/night (minimum of \$18.00/group)

Family prices

without electricity \$18.00/family/night

with electricity \$22.00/family/night

with electricity/water \$24.00/family/night

Conestoga wagons (Check-in--3 pm)

Group prices \$7.75/person/night

Family prices \$29.50/family/night

Educational field trips (schools)

Included with this fee are 3 meals, one night lodging and all programming; one chaperone comes free for up to 9 students of each sex. The high ropes course is available for students 6th grade and above for an extra charge.

Weekday (Mon-Thurs) trip \$39.00/person (15 person minimum)

Food service (we prepare meals) 10 person min.

Breakfast \$5.00/person (\$4.50--5th grade & below)

Lunch \$6.00/person (\$5.50--5th grade & below)

Dinner \$7.00/person (\$6.50--5th grade & below)

Programs--High ropes course

High ropes participants must be 6th grade & above. Minimum time on the course is 3 hrs.

Half day (3-4 hours) \$14.00/person

Full day (6-8 hours) \$21.00/person

Programs--Off-site adventure (maximum of 12)

Program fee of \$210.00/group + camp staff car mileage at \$0.375/mile.

Staff assistance

Our camp staff is here to make your retreat a success, whether the program be low ropes course, Bible studies, sing alongs, campfires, nature studies, etc. The first hour of our service for overnight groups is free; after that, programming is \$1.40/participant/hour. Programming for day groups is \$2.10/participant/hour.

Retreat planning checklist

Begin early

Wise planning involves two essential items: getting registration forms out at least three months before the retreat and collecting the fees ahead of time.

9-12 months ahead

- Request retreat info (Retreat coordinator/Contact person with camp)
- Recruit Planning committee (Retreat coordinator)
 - Program coordinator
 - Food coordinator or choose camp food service
 - Promotion coordinator
 - Treasurer
 - Registrar
- Define purpose/objectives (Planning committee)
- Set budget limits (Planning committee)
- Tour facility (Planning committee)
- Call facility and reserve dates (Retreat coordinator)
- Sign and return contract/deposit (Retreat coordinator & Treasurer)

6-8 months ahead

- Plan sessions (Program coordinator)
- Confirm special speaker and/or music leader (Program coordinator)
- Get promo info from camp (Promotion coordinator)

3-5 months ahead

- Recruit:
 - Transportation coordinator
 - Chaperons
 - Cooks (if needed)
- Plan organized recreation (Program coordinator)
- Firm up schedule (Program coordinator)
- Contact camp for any help needed (Retreat coordinator)
- Prepare menu (Food coordinator)
- Figure cost per person (Treasurer)
- Complete registration form and medical consent form (Promotion coordinator & Registrar)
- Publish brochures/posters (Promotion coordinator)
 - Use different methods to announce your retreat (Promotion coordinator)
 - from the pulpit/at school
 - in church bulletins/newsletters
 - telephone calls
- Open registrations (Registrar)

1-2 months ahead

- Prepare a retreat evaluation form (Retreat coordinator)
- Make up retreat packets (Program coordinator)
- Orient/train chaperons (Retreat coordinator)

2-3 weeks ahead

- Figure out accurate number of retreat participants (Registrar)
- Call camp with accurate numbers and finalize schedule with camp (Retreat coordinator)
- Make room assignments (Registrar)
- Organize supplies for final registration at retreat (Registrar)

1 week ahead

Draw honorarium checks (Treasurer)

1 day before

Purchase food (Food coordinator)

At retreat

Check details with camp staff (Retreat coordinator)

Complete final registration and hand out packets (Registrar)

Pay final charge (Registrar & Treasurer)

Complete camp evaluation form (Retreat coordinator)

Reserve for next year (Retreat coordinator)

1 week after

Collect and compile evaluations (Retreat coordinator)

Meet with planning committee to evaluate (Retreat coordinator)

Sample contract for educational field trips

General information

Name of group _____

Address _____

City/State/Zip _____

Group contact person _____

School phone number _____ Home phone number _____

Number of students: Male _____ Female _____ Grade level _____

Number of adults: Male _____ Female _____

(One chaperon of each sex is needed for every nine students of that sex--e.g. eleven female students and nine male students would require two female chaperons and one male chaperon.)

Arrival date _____ Time of arrival _____

Departure date _____ Time of departure _____

Finances (includes 3 meals, 1 night lodging and up to 9 hours of programming)

Costs

Lodging, program and 3 meals: \$39.00/person x _____ # of persons = _____

(The required number of chaperons come free; any adults above that number need to pay.)

Additional costs

If your group wishes to make use of the high ropes course or wishes to stay longer, please call (920) 787-3202 for prices; then fill in the spaces below.

High ropes course: \$8.00/person x _____ # of persons = _____

Discounts

Congregational member discount: 10% x _____ (total) = _____

Total: _____

Programs

Goals for the group

1. _____
2. _____
3. _____

You can help us **plan your program by writing the amount of time you want to spend in each program area.** We will design the schedule around the programs you choose. For an overnight 24 hour trip we will lead **up to 9 hours** of programming.

_____ Bible study (min of 1/2 hr each)

_____ Low ropes course (min. of 3 hrs)

_____ High ropes course (min. of 4 hrs)

_____ Outdoor games (min. of 1/2 hr)

_____ Sing-along (min. of 1/2 hr)

_____ Campfire (min. of 1 hr)

_____ Mark here if you would like

_____ Camp Phillip to choose environmental ed and additional program options.

_____ Mark here if you do not wish to have the camp store open.

_____ Environmental education and additional program options--Please specify choices from the Program options list online.

_____ Free time (Mark here if you desire free time in addition to that occurring before and after meals.)

Procedures

1. By _____ this contract must be completed, signed and returned to Camp Phillip to hold the reservation date. If you change your mind about using our facilities, please inform us immediately.
2. If the number of people in your group changes, please contact Camp Phillip.
3. Before your departure from camp, the total cost of your outing must be paid with either cash or one check made out to Camp Phillip.

Policies

The signer of this contract is responsible for communicating the following policies to those attending the retreat to ensure compliance.

1. Adequate adult supervision must be provided for all young people. Chaperones are to be lodged in the same area with the youth and are responsible for their conduct.
2. The following restrictions are in effect:
 - Fireworks, minibikes, snowmobiles and guns are not allowed on camp property.
 - Hunting is prohibited on camp property.
 - Animals are not allowed in any camp buildings.
 - Smoking is not allowed in any camp buildings.
 - The ropes course is off limits unless supervised by Camp Phillip staff.
3. Your group is not guaranteed sole use of the grounds, facilities and programs unless prior arrangements have been made.
4. If you plan on bringing more participants than the original contract shows, you must contact Camp Phillip in advance to ensure proper lodging, food service and staff are available.
5. A Camp Phillip registration form is required for every person, no matter how old. If you are participating in any adventure programs, you must also fill out the sections that pertain to that specialty (ropes course, rock climbing or caving programs).
6. Your group will follow the instructions given for cleaning off your tables after meals.
7. Quiet hours are from 11:00 pm until 7:00 am.
8. Your group is to follow the cleanup instructions given in your cabins before your departure.
9. Your group will be responsible for breakage or destruction of camp property. Billing will follow the inspection of camp property.

Signatures

I have read both sides of this contract and the other Camp Phillip information. I agree to abide by everything as is printed.

Group representative _____

Camp Phillip representative _____

Return this contract to:
Camp Phillip field trip contracts
W9944 Buttercup Avenue
Wautoma, WI 54982-7032

Office use only:
Date contract received _____
Date contract returned _____
Date of departure from camp _____
Final charge paid _____

Sample contract for retreat groups

Procedures

1. Six weeks following the issuance of the contract the contract must be signed and returned to Camp Phillip with a non-refundable deposit of \$100.
2. Two weeks before the retreat, final camper numbers must be provided to Camp Phillip.
3. Before your departure from camp, Camp Phillip staff will meet with you to figure the balance of the fees. The fees must be paid at this time unless prior arrangements have been made with Camp Phillip.

General information

Group name	
Group tax exempt number	
Contact person	
Address	
City state zip	
Home phone	
Work phone	
Cell phone	
Email	

Arrival date time						
Departure date time						
Camper minimum numbers	Male		Female		Total	

Scheduled programs

Fees

Category	Cost per person	# of people	# of nights/meals/hours	Total
Lodging--Cabin rental	\$13.50 per night			\$0.00
Food service--Breakfast (gr 5 & less)	\$4.50 per meal			\$0.00
Food service--Breakfast (gr 6 & above)	\$5.00 per meal			\$0.00
Food service--Lunch (gr 5 & less)	\$5.50 per meal			\$0.00
Food service--Lunch (gr 6 & above)	\$6.00 per meal			\$0.00
Food service--Dinner (gr 5 & less)	\$6.50 per meal			\$0.00
Food service--Dinner (gr 6 & above)	\$7.00 per meal			\$0.00
Food service--5.5% state sales tax				\$0.00
Food service total				\$0.00
Program fees (Overnight--1st hr free)	\$1.40 per hour			\$0.00
Program--High ropes course 3 hrs	\$14.00			\$0.00
Grand total				\$0.00
Non-refundable deposit due by				\$100.00

Policies

The signer of this contract is responsible for communicating the following policies to those attending the retreat to ensure compliance.

1. Adequate adult supervision must be provided for all young people. Chaperones are to be lodged in the same area with the youth and are responsible for their conduct.
2. The following restrictions are in effect:
 - Fireworks, minibikes, snowmobiles and guns are not allowed on camp property.
 - Hunting is prohibited on camp property.
 - Animals are not allowed in any camp buildings.
 - Smoking is not allowed in any camp buildings.
 - The ropes course is off limits unless supervised by Camp Phillip staff.
3. Your group is not guaranteed sole use of the grounds, facilities and programs unless prior arrangements have been made.
4. If you plan on bringing more participants than the original contract shows, you must contact Camp Phillip in advance to ensure proper lodging, food service and staff are available.
5. A Camp Phillip registration form is required for every person, no matter how old. If you are participating in any adventure programs, you must also fill out the sections that pertain to that specialty (ropes course, rock climbing or caving programs).
6. Your group will follow the instructions given for cleaning off your tables after meals.
7. Quiet hours are from 11:00 pm until 7:00 am.
8. Your group is to follow the cleanup instructions given in your cabins before your departure.
9. Your group will be responsible for breakage or destruction of camp property. Billing will follow the inspection of camp property.
10. If your group needs to cancel the retreat for any reason, your financial obligation will be as follows:
 - Cancelling 4-6 months before the retreat = you pay 30% of the total amount due.
 - Cancelling 1-3 months before the retreat = you pay 50% of the total amount due.
 - Cancelling less than one month in advance = you pay 75% of the total amount due.

Signatures

I have read this contract and the printed policies. I agree to abide by everything as is printed.

Group representative | date: _____

Camp Phillip representative | date: _____

Contact information

Camp Phillip
W9944 Buttercup Ave
Wautoma, WI 54982
Phone: 920-787-3202
Fax: 920-787-0032
Email: office@campphillip.com
Website: www.campphillip.com

Sample schedule for educational field trips

Monday

12:00 Arrival / unpack / free time
12:15 Sack lunch
12:45 Outdoor games
1:30 Ropes course
5:30 Dinner / cleanup
6:45 Bible study / sing along
7:45 Get ready for campfire / free time
8:30 Campfire and sing-along

Tuesday

8:30 Breakfast / cleanup
9:00 Cabin cleanup / pack vehicles
9:30 Geocaching
10:30 Archery
11:30 Lunch / cleanup
12:00 Camp store open

Sample schedule for retreat groups

Friday

7:30 Registration at Dining Hall
8:30 Welcome and mixers at Dining Hall
10:00 Campfire and sing-along
12:00 Lights out

Saturday

9:00 Breakfast
9:45 Large group activities
11:15 Bible study - part 1
12:30 Lunch
1:15 Afternoon options
5:00 Supper
6:00 Sing along
6:30 Bible study - part 2
7:30 Evening activity
9:00 Campfire
12:00 Lights out

Sunday

8:30 Breakfast
9:30 Worship service
10:30 Organized recreation
12:30 Lunch
1:00 Departure

What to do in case of emergencies

If an emergency occurs, dial 911 and then immediately contact Camp Phillip staff for assistance. All full-time staff are trained for emergency situations and can assist until medical personnel arrive. **In order to be treated, a minor must have a medical consent form signed by a parent or guardian.**

Contact information for the on-duty staff member can be found on the door of the Health Care Room to the right of the fireplace in the Dining Hall.

►For emergency contact information and directions to local clinics and hospitals, please refer to ***Emergency numbers and directions*** in the Appendix. This same information is located to the left of the bulletin board in the Dining Hall and on the Comfort Station bulletin board.

Accidents must be reported to the on-duty staff member. Staff members are able to provide further information regarding insurance filing procedures.

Telephones

The phone number at the Administration Bldg. is (920) 787-3202; the fax number is (920) 787-0032.

Insurance filing procedures

1. The camp is not responsible for medical bills resulting from injuries which are not camp-related or bills resulting from illnesses; all such fees will be sent to the patient's home address and his/her insurance, if there is insurance coverage.
2. In camp-related injuries, camp insurance applies only to the difference between the person's insurance and the total bill.
3. Whenever a person is taken to the clinic or hospital for a camp-related injury, whether or not the person has insurance, the Church Mutual accident report (found in the back of the medical file) is to be completed.
- 4a. **If the person has a camp-related injury and is covered by insurance**, the clinic or hospital must, in all cases, file the injured person's insurance first. The original accident report is sent to Church Mutual and a copy is kept at camp.
- 4b. **If the person has a camp-related injury and is not covered by insurance**, the entire amount will be filed with Church Mutual. The original accident report is given to the clinic or hospital, a copy is sent to Church Mutual and a copy is kept at camp.